



HEPHZIBAH MIDDLE SCHOOL

• • 2427 Mims Road • • Hephzibah, Georgia 30815 • •
Office 706-592-4534 Fax 706-592-3979
<http://www.rcboe.org/hms>

~A World Class School Where Academic Excellence Is The Only Option~

Mr. Chris L. Neal, Principal

Mr. Will Smith, Assistant Principal

Mrs. Cassandra Rogers, Assistant Principal

End of Year Pick-up/Drop-off Procedures

Greetings HMS Family,

We hope this letter finds you and your family safe and well during these uncertain times. We greatly appreciate the support and flexibility of our parents, students and staff as we close out this school year. To keep our faculty, students, and families safe while also bringing our school year to a close, we have included important information below.

The dates and times for pickup/dropoff drive-thru are:

Tuesday May 26th, 9:00 am-1:00 pm

Wednesday May 27th, 12:00 pm-4:00 pm

- ❖ **The pickup/dropoff drive-thru area will be in the rear of the school (car rider line)**
- ❖ **Parents and Students are asked to stay in their vehicle and a HMS staff member will come assist. This will be a drive-thru, contactless exchange of items.**

Report Cards: Report Cards will be handed out at the school during the times noted above. The report cards not picked up will be mailed to the address in Infinite Campus. If you need them mailed to a different address please email Ms. Darlington at darliju@boe.richmond.k12.ga.us.

School Property: A staff member will come to your vehicle to pick up any textbooks and/or library books being returned. Consumables such as workbooks do not have to be returned. *We greatly appreciate your diligence in finding and returning as many of these items as possible on the designated days.*

Student Property: If your child has items at school, please email the teacher whose classroom where you think the item is located. Additionally, include a description of the item. School staff will look for the item and email you prior to the pickup/dropoff days to let you know if the item has been found. If found, you will be able to pickup your child's items during the designated drive-thru times listed above.

Medication: Guardians only will be able to pick up any medications left at the school during the designated pickup times.

Band Equipment: Please drop off any band equipment and let a staff member know the name of the student whose instrument is being returned. Mr. McDaniel will be attempting to contact students who need to return band equipment, but if you do not hear from him you can contact him at mcdanjo@boe.richmond.k12.ga.us.

Athletic Items: All athletic uniforms and equipment should be returned during this time. Please let a staff member know the name of the student whose items are being returned. If you have any questions, please contact Coach Jones at jonessh@richmond.k12.ga.us.

Other Business: Please contact Ms. Darlington at darliju@boe.richmond.k12.ga.us if you other questions not covered above.



The mission of the Richmond County School System is to educate students to become lifelong learners and productive citizens.